

TOWN OF BLUFFTON
20 Bridge Street
P.O. BOX 386
BLUFFTON, SC 29910
(843) 706-4537 Fax (843-757-6720)

New Business License Instructions – 2009

A current business license must be obtained each year in the jurisdiction where you are working and/or maintaining your office.

To pay your 2009 new account business license fee, please follow these steps using the enclosed application form:

1. Complete all applicable information.
2. Call us for your rate code and enter the initial license fee (center of page)
3. Sign and date the application.
4. Attach a copy of your SC State Contractor's License if you are a contractor.
5. Please list your SC Retail Tax # on the application form (if applicable).
6. Please list your Federal ID# (if applicable) or your Social Security #.
7. Return your completed application in the enclosed envelope with your check or you may come to the Bluffton Town Hall and pay with cash or by check.
9. Your application will be submitted for approval and processing.
10. Your business license will be promptly forwarded to your mailing address.

Note: Incomplete applications cannot be processed and will be returned.

Please call our office if we can be of further assistance (843)706-4537 or you may e-mail me at rpatterson@townofbluffton.com.